

## **Sub: Offer of Provisional appointment**

Dear Deepak  
Pal,

In reference to your application and the subsequent interview with Arteva Consulting Pvt. Ltd we are pleased to offer you a provisional appointment as **"Web Developer Trainee"** on the following terms and conditions:

1. Your monthly CTC will be Rs. 6000/month as discussed with Miss. Manisha Mishra and accepted by you during the interview.
2. You will join the Company on 12th of March 2018. You will have to report to your **"Team Leader"**.
3. Your timings will be 10:00am to 7:00pm.

Please report to our office situated at 3<sup>rd</sup> Floor, D-27, RDC, Ghaziabad at 10:00 am on the date mentioned above with the following documents:

- a) 2 passport size color photographs.
  - b) Proof of age certificate in original along with a photocopy.
  - c) Proof of academic/ technical qualifications in originals along with their photocopies.
3. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities. If you are unable to join on the above mentioned date, the Offer stands cancelled.
4. The management reserves the right to withdraw the said offer in case you are found medically unfit and also if any of the information provided by you in the standard application form is found misleading or false and or if any of the above conditions are not fulfilled by you at the time of joining.
5. Please note that you will be on probation for a period of 3 months from the date of your appointment your probation period may or may not be increased or decreased upon your competence. At the end of this probation period, provided your services are found to be satisfactory, you will be confirmed in the services of the company.

Thanking you,

MANISHA MISHRA  
(TEAM LEADER)

**Kindly review and revert with you acceptance**

